

ROUTING AND TRANSMITTAL SLIP

Date

124 MAR 1987

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. J/C/SD		By	26 March
2.			
3. EO		W/L	3/26
4. DDL		R	3/27
5. DL - SIGNATURE		AR	3/30
Action	File	Note and Return	
Approval	For Clearance	For Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

1. PLS REVIEW & COMMENT PRIOR TO DL'S CONCURRENCE.

SD SECRETARY: PLS MAKE COPIES & ADD DL DISTRIBUTION. Done
1-5 - Recommend your concurrence.
of

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

9041-102

OPTIONAL FORM 41 (Rev. 7-76)

* U.S.G.P.O.: 1983 - 421-529/320

Prescribed by GSA
5010-104-01-101-11 202

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OK files
FIN

12 MAR 1987

MEMORANDUM FOR: Director of Logistics
Director of Finance

FROM:
Director of Security

25X1

SUBJECT: New Property Accounts for the Office of
Security

1. It is requested that two additional property accounts be established for the Office of Security, Physical and Technical Security. These accounts are necessary to provide support on a more expeditious basis within the Office by centralizing these accounts in the areas which generate a large number of requests for material and services. These accounts

25X1

provide support to the above elements on a more timely basis, these accounts will allow them to better utilize their expertise and will help ensure that the proper procedures involved in requesting material and services and in accounting for nonexpendable material are followed.

3. Please contact Administrative Officer, Physical and Technical Security, on secure for any additional clarification or information.

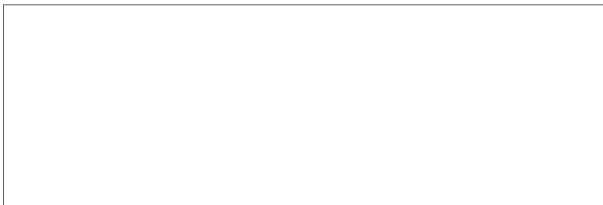
25X1

25X1

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SUBJECT: New Property Accounts for the Office of Security

CONCUR:

A rectangular box with a thin black border, used to redact a signature. It is positioned to the right of the word 'CONCUR:' and above the signature line for the Director of Logistics.

Director of Logistics

27 MAR 1987

Date

Director of Finance

Date

OL Distribution:

- 1 - OL/SD Official
- 1 - OL Files (Withheld)

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